



Design Specialist I

Details

Job ID : 406

Title : Design Specialist I

Job Code : 840

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

RESPONSIBLE FOR DESIGN EXECUTION AND REVIEW.

Required Qualifications

Education : 2 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Required Knowledge

- 2 YEAR DEGREE MUST BE IN CONSTRUCTION RELATED FIELD
- 3 YEARS OF EXPERIENCE MUST BE IN CONSTRUCTION MANAGMENT, LEASING OR RELATED FIELD

Job Skills/Abilities

- MICROSOFT OFFICE
- AUTOCAD
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

Job Duties

- RESOLVES SPACE ISSUES
- CONDUCTS SPACE ALLOCATIONS
- DESIGNS MAPS
- ADMINISTERS REAL PROPERTY LEASING PROCEDURES
- IMPLEMENTS COURT OF JUSTICE POLICIES AND PROCEDURES
- PERFORMS ON-SIGHT INSPECTIONS
- COORDINATES MOVES AND SERVICES
- OTHER DUTIES AS ASSIGNED